AGENDA

1. Call to Order/Pledge of Allegiance (County Board Chair)

2. Review/Approve Agenda

3. Welcome/Introductions

4. Health & Human Services
   A. Introduction of Financial Assistance Supervisor II Michelle Morgan
   B. Non-Emergency Medical Transportation (NEMT)—MTM Davin Miller, Program Director
   C. Arrowhead Transit/Sandstone Dial-A-Ride
   D. Update on job training services and the switch from Pine Technical Community College to Central Minnesota Jobs & Training Services (CMJTS)
      i. Consider contract with Central Minnesota Jobs & Training Services to provide jobs and training services to eligible Pine County clients.

5. County Property Assessment Process –County Assessor/Recorder Lorri Houtsma

6. Adjourn
AGENDA REQUEST FORM

Date of Meeting: 10/29/2019 (C.O.W.)

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ Personnel Committee
☐ Other

Agenda Item: Introduction of Financial Assistance Supervisor

Department: HHS

Background information on Item:
Michelle Morgan was promoted to the Financial Assistance Supervisor II position in May. HHS would like to take the opportunity to officially introduce Michelle to the County Board at the Committee of the Whole meeting on October 29.

Action Requested:
Allow HHS to introduce its newest supervisor to the County Board at the October 29th Committee of the Whole meeting.

Financial Impact:
N/A
AGENDA REQUEST FORM

Date of Meeting: 10/29/2019 (C.O.W.)

☐ County Board
☐ Consent Agenda
☒ Regular Agenda
5 mins ☐ 10 mins ☐ 15 mins ☒ Other ☐

☐ Personnel Committee
☐ Other ____________

Agenda Item: Transition of employment and training services

Department: HHS

Department Head signature

Background information on Item:
Pine Technical and Community College (PTCC) advised area counties that they would be unable to continue providing employment and training services to eligible public assistance recipients. The contract with PTCC to provide these services to Pine County recipients is ending on October 31. Upon PTCC’s announcement that it would not be providing these services on a continual basis, an RFP was issued to avoid a disruption in services. Through the RFP process, the contract is being awarded to Central Minnesota Jobs and Training Services (CMJTS). Services will begin through CMJTS on November 1. CMJTS CEO Barbara Chaffee and Program Supervisor Christina Pflueger will be available to answer any questions the Board may have about the transition and the services that are offered by CMJTS. CMJTS staff have been delightful and very accommodating during this transition. HHS and CMJTS can also provide a status update on where these services will be housed in Pine County. HHS is also requesting that the County Board review and approve the agreement between Pine County and CMJTS for these services. The County Attorney has reviewed and approved the contract. Please note that the attached agreement is for calendar year 2020. Included in the agreement is the budget proposal and work plan. Also attached please find a budget proposal for services for November and December (2019).

Action Requested:
Authorize Board Chair, County Administrator and Director to sign the Agreement between the County and CMJTS for CMJTS to provide jobs and training services to eligible Pine County clients.

Financial Impact:
Pine County HHS will be billed for these services. HHS then pays for these services. The expenses are then reimbursed to HHS by the State.
AGREEMENT TO PROVIDE MFIP/DWP SERVICES BETWEEN
PINE COUNTY AND
CENTRAL MINNESOTA JOBS & TRAINING SERVICES, INC.
JANUARY 1, 2020 TO DECEMBER 31, 2020

CFDA # 93.558 - MFIP

AGREEMENT

This Agreement is made and entered into by and between Pine County, hereinafter referred to as the "COUNTY", and

Central Minnesota Jobs & Training Services, Inc.

406 7th Street East, PO Box 720

Monticello, Minnesota 55362

Social Security or Federal Identification Number: 41-1484048
Minnesota State Tax Identification Number: 2073311,
hereinafter referred to as the "PROVIDER."

WITNESSETH:

WHEREAS, Funds have been made available to the COUNTY through the Minnesota Department of Human Services for the purpose of providing services authorized under Minnesota Family Investment Program (MFIP), The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, and Minnesota Statutes 256J.49-256J.73, and Diversionary Work Program (DWP)2003 Minnesota State Statutes 256J.95 Diversionary Work Program; DHS Bulletin 04-11-01 dated January 9, 2004 and Bulletin 04-69-05 dated April 12, 2004; and

WHEREAS, The PROVIDER represents itself to the COUNTY as qualified to perform the services herein agreed to, and

WHEREAS, The COUNTY is desirous of entering into an agreement with the PROVIDER for the provision of said services;

NOW, THEREFORE, In consideration of the premises, and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto understand and agree as follows:
1. PROGRAM: The foregoing recitals are made part of this service agreement by reference. The PROVIDER shall implement the MFIP/DWP Plan, attached as Exhibit A, which is incorporated herein by reference as a part of this service agreement.

2. DUTIES AND PAYMENT: The PROVIDER is hereby authorized to expend funds for MFIP/DWP in accordance with the following:

   a. Available Funds: The available funds listed herein coincide with the MFIP/DWP contract executed for Program Year 2020 (January 1, 2020 to December 31, 2020). The total amount for the MFIP/DWP program for this service agreement is the total allocated for the time period of January 1, 2020 to December 31, 2020 see Budget, Exhibit B.

   b. Payment: The COUNTY shall make reimbursement to the PROVIDER for program expenditures upon receipt of a monthly itemized invoice specifying the costs incurred by the PROVIDER during the previous month. Such monthly invoices shall be due and payable at intervals specified on the invoice, except that the COUNTY shall not reimburse for any costs incurred which are not in accordance with the Budget attached hereto as Exhibit B and applicable federal, State and COUNTY regulations and policies.

   c. Settlement: Payment of the actual cost of performing services under this service agreement will be determined as part of an annual settlement at completion of the service period set forth in section 3, below. Payments above (or below) actual costs will be settled to zero in accordance with applicable uniform grant guidance, federal and state laws and policies, and generally accepted accounting principles.

3. TERM OF AGREEMENT: This service agreement shall be effective on January 1, 2020 and shall remain in effect until December 31, 2020, or until all obligations set forth in this service agreement have been satisfactorily fulfilled, whichever occurs first. This agreement may, at the option of the parties hereto, be extended for an additional one-year term after the final termination date.

4. TERMINATION: If, at any time, funds in support of this service agreement become unavailable, this service agreement shall be terminated immediately upon a 30 calendar day written notice of such fact by the COUNTY to the PROVIDER. In the event of such termination, the PROVIDER shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

   a. Termination for Convenience: Either party to this service agreement may request a termination for convenience. The party will give a 30-calendar day advance notice, in writing, of the effective date of the termination. The PROVIDER shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of the termination.

   b. Termination for Cause: The COUNTY shall terminate the service agreement when it is determined the PROVIDER has failed to provide any of the services specified or has failed to comply with any of the provisions contained in this service agreement. If the PROVIDER fails to perform in whole or in part under this service agreement, or fails to make sufficient progress so
as to endanger performance, the COUNTY will notify the PROVIDER of such unsatisfactory performance in writing. The PROVIDER will have ten-(10) working days in which to respond with a plan to correct the deficiencies agreeable to the COUNTY. If the PROVIDER does not respond to the COUNTY with an appropriate corrective action plan, the COUNTY will notify the PROVIDER of immediate termination of the service agreement. In the event of such termination, the COUNTY shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services performed are in accordance with the provisions of the service agreement.

5. DISPUTES:

a. The PROVIDER agrees to attempt to resolve disputes arising from the service agreement by administrative process and negotiation in lieu of litigation. Continued performance during disputes is assured.

b. Any dispute concerning a question of fact arising under this service agreement which is not settled by informal means shall be decided by the COUNTY'S Health and Human Services Director or designee, who shall furnish the PROVIDER with a written decision.

c. The PROVIDER will be allowed the opportunity to offer evidence and be heard in appeal of the COUNTY'S decision. Pending final decision, the PROVIDER shall proceed in performance of this service agreement in accordance with the COUNTY'S initial decision.

d. This DISPUTES clause does not preclude consideration of law questions in connection with decisions provided above provided that nothing in this service agreement shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

6. GRIEVANCE PROCEDURE: The PROVIDER will follow the grievance procedure established by the County and the Department of Human Services to resolve issues between the PROVIDER and the program participants.

7. RECORDS AND REPORTS: The PROVIDER will maintain records, books, documents and other evidence and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs and activities of any nature supported by funds under this service agreement. Such records, including participant information, shall be maintained for six years after the submission of the final report by the PROVIDER, or the COUNTY makes the final payment, whichever is later, for audit purposes. Such records will be considered the property of the COUNTY.

The PROVIDER agrees that authorized representatives of the COUNTY, state and federal agencies will, during regular business hours and as often as such authorized representatives deem necessary, have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, which are pertinent and involve transactions relating to this service agreement.

The PROVIDER further agrees to submit in a timely fashion all program reports and corrective
actions as may be required by program regulations and COUNTY policies or as a result of monitoring activities.

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the six-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular six-year period, whichever is later.

8. LIABILITY:

a. Bonding: The PROVIDER shall obtain and maintain, at all times during the term of this service agreement, a fidelity bond in an amount not less than $250,000, covering the activities of all persons authorized to receive or distribute monies. Written verification of such bond shall be furnished to the COUNTY prior to the execution of this service agreement.

b. Indemnity: The PROVIDER agrees to defend, indemnify and hold the COUNTY, its officers and employees harmless from any liability, claims, damages, costs, judgments or expenses, including attorney's fees, resulting directly or indirectly from an act or omission of the PROVIDER, its agents, employees or contractors in the performance of the services provided by this service agreement and against all loss by reason of the failure of the PROVIDER to perform, in any respect, all obligations under this service agreement.

c. Insurance: The PROVIDER further agrees that it will at all times during the term of this service agreement have and keep in force:

1. A single limit or combined limit or excess umbrella general liability insurance policy of an amount not less than $2,000,000 General Liability Insurance minimum limits are $500,000 per claimant, $1,500,000 per occurrence, $1,500,000 annual aggregate.

2. A single limit or combined limit or excess umbrella automobile liability insurance policy, if applicable, in an amount not less than $200,000 per accident for property damage, $200,000 for bodily injury and/or damages to any one person, and $200,000 for total bodily injuries and/or damages arising from any one accident. -OR- a Combined Single Limit $200,000 per occurrence. The PROVIDER does not transport customers at any time for any reason.

3. Any policy obtained and maintained under this clause shall provide that it shall not be canceled, materially changed, or not renewed without thirty (30) days' prior notice thereof to the COUNTY.

4. Workers' Compensation Insurance, if applicable as required by state statute.

The PROVIDER will furnish the COUNTY certificates of bonding and insurance prior to the effective date of this service agreement.

The COUNTY may withhold payment for failure of the PROVIDER to furnish certificates of bonding and insurance as required above.
In the event that claims or lawsuits shall arise jointly against the PROVIDER and the COUNTY, and the COUNTY elects to present its own defense using its own counsel, in addition to or as opposed to legal representation available by the insurance carrier providing general liability coverage in c.1. and/or automobile liability in c.2. above, then such legal expense shall be borne by the COUNTY.

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The PROVIDER'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.732, et seq., and other applicable law.

The COUNTY'S liability shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This clause shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this service agreement.

9. INDEPENDENT CONTRACTOR That at all times and for all purposes hereunder, Provider shall be an independent Contractor and is not an employee of the COUNTY for any purpose. No statement contained in this Agreement shall be construed so as to find PROVIDER to be an employee of the COUNTY, and PROVIDER shall not be entitled to any of the rights, privileges, or benefits of employees of the COUNTY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims;

PROVIDER acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due PROVIDER and that it is PROVIDER'S sole obligation to comply with the applicable provisions of all federal and state tax laws;

PROVIDER shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein;

PROVIDER is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes, and paying all other employment tax obligations on their behalf;

10. SPECIAL ADMINISTRATIVE PROVISIONS: The PROVIDER agrees to administer the program in accordance with authorizing legislation, as amended, and the regulations and guidelines promulgated thereunder. The PROVIDER also agrees to comply with other applicable federal and state laws. In the event that these laws, regulations or policies are amended at any time during the term of this service agreement, the PROVIDER shall comply with such amended laws, regulations or guidelines.

a. Audits: The PROVIDER agrees to have an annual audit in accordance with uniform grant guidance "Audits of Institutions of Higher Education and Other Non-Profit Organizations", as these circulars apply to the PROVIDER. The COUNTY agrees to submit to the PROVIDER,
prior to the audit activity, a report which specifies the amount of federal and state funds which comprise the total payments made to the PROVIDER. A copy of the audit shall be provided to the COUNTY upon its completion, but in no event later than 12 months after the end of the PROVIDER'S fiscal year.

b. Program Standards: The PROVIDER agrees to comply with uniform grant guidance, as those circulars relate to its particular agency in the utilization of funds, the operation of programs and the maintenance of records, books, accounts and other documents under the authorizing legislation, as amended.

The PROVIDER also agrees to comply with the sections of the Code of Federal Regulations relevant to the program(s) covered under this service agreement, as well as all State Instructional Bulletins and policies, as amended. The COUNTY agrees to provide access to the PROVIDER copies of the applicable circulars, laws and regulations under which these funds are granted.

c. Non-Discrimination Statement: The PROVIDER will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, which generally prohibits discrimination on grounds of race, color or national origin, and applies to any program or activity receiving federal financial aid.

2. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, which generally prohibits discrimination because of race, color, religion, sex or national origin and applies to all employers, including state and local governments, public and private employment agencies and labor organizations. Any employment and training program sponsor or contractor which falls within one of these definitions would, of course, be covered by Title VII.

3. The Rehabilitation Act of 1973, as amended, which generally prohibits discrimination on the basis of handicap in all federally-funded programs.

4. The Age Discrimination in Employment Act of 1967, as amended, which generally prohibits discrimination on the basis of age against persons 40 years of age and over.

5. The Equal Pay Act of 1963 amends the Fair Labor Standards Act and which generally provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for doing the same work.

6. Title IX of the Education Amendments of 1972, as amended, generally provides that no person shall, on the basis of sex, be excluded from participation, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered and no recipient shall provide any such athletics separately on such basis.

7. The Age Discrimination Act of 1975, as amended, prohibits unreasonable discrimination on the basis of age in programs or activities receiving federal financial
assistance.

8. The Americans with Disabilities Act of 1990 (P.L. 101-336), as amended, which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications.

d. Affirmative Action: (If applicable) The PROVIDER certifies that it has received a Certificate of Compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363A.36.

e. The PROVIDER agrees to comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (Public Law 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal or federally assisted programs.

f. The PROVIDER agrees that program participants shall not be employed in the construction, operation or maintenance of that direct part of any facility, which is used for religious instructions or worship.

g. The PROVIDER agrees to comply with the provisions of Chapter 15, Title 5 of the United States Code with regard to political activity.

h. The PROVIDER further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals", (as defined in 13.02, subd. 5 of that statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this service agreement.

i. The PROVIDER agrees to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C.7401), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and any applicable Environmental Protection Agency regulations.

j. The PROVIDER agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).

11. VOTER REGISTRATION: The PROVIDER shall provide non-partisan voter registration services and assistance; using forms provided by the Secretary of State, to employees of the PROVIDER, program participants and the public as required by Minnesota Statutes, Section 201.162 (1990).

12. ASSIGNMENT: The PROVIDER shall neither assign nor transfer any rights or obligations under this service agreement without prior written consent of the COUNTY. The provisions of this service agreement applicable to the PROVIDER shall also be applicable to subgrants made by the PROVIDER from funds obtained under this service agreement.

13. PREGNANT COSTS: Costs incurred from 30 days prior to the effective date of this
service agreement, which were in anticipation of this award and specifically authorized and approved in writing by the COUNTY, are allowable costs to the extent that they would have been allowable had they been incurred after the effective date of this service agreement.

14. MODIFICATIONS: Any modifications to this service agreement shall be in writing and shall be executed by the same parties who executed the original service agreement, or their successors in office.

15. DEBARMENT AND SUSPENSION CERTIFICATION: (If applicable) The PROVIDER agrees to follow the President's Executive Order 12549 and the implementing regulation "Nonprocurement Debarment and Suspension; Notice and Final Rule and Interim Final Rule," found in Federal Register Vol. 53, No. 102, May 26, 1988, including Appendix B, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions"; unless excluded by law or regulation.

16. LOBBYING CERTIFICATION AND DISCLOSURE: (If applicable) The PROVIDER shall comply with Interim Final Rule, New Restrictions on Lobbying, found in Federal Register Vol. 55, No. 38, February 26, 1990, and any permanent Rules that are adopted in place of the Interim Rule. The Interim Rule requires the PROVIDER to certify as to their lobbying activity. The Interim Final Rule implements section 319 of Public Law 101-121. Section 319 generally prohibits recipients of Federal contracts, grants and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan.

17. MAINTENANCE OF EFFORT: The PROVIDER agrees that the level of services, activities and expenditures it has devoted to similar services prior to the initiation of this service agreement will be continued and not reduced in any way as a result of this service agreement except for reductions unrelated to the provisions or purposes herein stated.

18. CONFLICT OF INTEREST: The PROVIDER assures that no person under its employ, who presently exercises any administrative responsibilities under this program, has any personal, financial interest, direct or indirect, in this service agreement. Further, no person having such a conflicting interest shall be employed under this service agreement. Any such conflict of interest must be disclosed in writing to the COUNTY.

19. CODE OF CONDUCT: The PROVIDER assures proper conduct on the part of its employees and understands the effects of U.S. Code, Title 18, Sec. 665, which states, in effect:
   a. Whoever being an officer, director, agent, or employee of, or connected in any capacity with any agency receiving financial assistance under federal grants knowingly hires or enrolls an ineligible individual or individuals, embezzles, willfully misapplies, steals, or obtains by fraud any of the monies, funds, assets, or property which are the subject of a grant or contract of assistance shall be fined not more than $10,000 or imprisoned for not more than two years, or both; but if the amount so embezzled, misapplied, stolen, or obtained by fraud does not exceed $100, such person shall be fined not more than $1000 or imprisoned not more than 1 year, or both.
   b. Whoever, by threat or by procuring dismissal of any person from employment or
refusal to employ or refusal to renew a contract of employment in connection with a grant or contract of assistance under federal grants, induces any persons to give up any money or thing of value to any person (including such COUNTY agency) shall be fined not more than $1000 or imprisoned not more than 1 year, or both.

c. Any person who willfully obstructs or impedes or endeavors to obstruct or impede, an investigation or inquiry under the authorizing legislation of this service agreement or, the regulations thereunder, shall be punished by a fine of not more than $5000, or by imprisonment for not more than 1 year, or both.

20. GRANT CLOSE-OUT: No costs are to be incurred under this grant after (December 31, 2020) for MFIP/DWP. Within 90 days of the completion of the grant, the PROVIDER shall comply with all close-out or auditing procedures established by the COUNTY.

21. PROPERTY: All purchases of consumable supplies or materials, capital equipment and or services made pursuant to this service agreement shall be made by purchase order or by written contract.

All items of nonexpendable property acquired by the PROVIDER with funds awarded under this service agreement shall be considered capital equipment and shall be inventoried as property of the State. An item of property shall be considered capital equipment if it meets any or all of the following: (a) has a unit cost of not less than $5,000.00 or has a service life in excess of one year, regardless of cost; (b) is either complete within itself or is a major component of another item of property; (c) by definition cannot be described either as supplies or materials; (d) will not be consumed or lose its identity.
IN WITNESS WHEREOF, COUNTY and PROVIDER have signed this service agreement to be executed based on the County Board action:

FOR THE PROVIDER

SIGNATURE: ____________________________
TITLE: Central Minnesota Jobs & Training Services, Inc. Chief Executive Officer
DATE: ______________

SIGNATURE: ____________________________
TITLE: Central Minnesota Jobs & Training Services, Inc. WDB CHAIRPERSON
DATE: ______________

FOR THE COUNTY

SIGNATURE: ____________________________
TITLE: PINE COUNTY ATTORNEY
DATE: ______________

SIGNATURE: ____________________________
TITLE: CHAIR, PINE COUNTY BOARD
DATE: ______________

ATTEST

SIGNATURE: ____________________________
TITLE: PINE COUNTY FAMILY SERVICES DIRECTOR
DATE: ______________

County-11/17
### Central MN Jobs & Training Services

#### Schedule of Insurance

<table>
<thead>
<tr>
<th>Policy Type:</th>
<th>Insurance Carrier:</th>
<th>Number:</th>
<th>Policy Term:</th>
</tr>
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<tbody>
<tr>
<td><strong>Commercial Package</strong></td>
<td>Philadelphia Insurance</td>
<td>PHPK1951277</td>
<td>April 20, 2019-2020</td>
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<tr>
<td><strong>Workers Compensation</strong></td>
<td>Superior Point (Assigned Risk Pool)</td>
<td>112196.801</td>
<td>May 5, 2019-2020</td>
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<tr>
<td><strong>Commercial Umbrella</strong></td>
<td>Philadelphia Insurance</td>
<td>PHUB667175</td>
<td>April 20, 2019-2020</td>
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<td><strong>Management Liability</strong></td>
<td>Monitor Liability</td>
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<tr>
<td><strong>Crime – Third Party</strong></td>
<td>The Hartford</td>
<td>41BDDHA5336</td>
<td>April 20, 2019-2020</td>
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<td><strong>ERISA Bond</strong></td>
<td>Capitol Indemnity</td>
<td>A270015864</td>
<td>April 20, 2018-2021</td>
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<tr>
<td><strong>Cyber</strong></td>
<td>Beazley</td>
<td>V26DCA190101</td>
<td>April 20, 2019-2020</td>
</tr>
</tbody>
</table>

| **Coverage**                       | **Limit**               |                       |
|------------------------------------|-------------------------|
| Business Personal Property         | $730,000                |
| Deductible                         | $500                    |
| Valuation                          |                         |
| Business Income                    | $300,000                |
| General Liability ($2,000,000 aggregate) | $1,000,000            |
| Professional Liability ($2,000,000 aggregate) | $1,000,000     |
| Automobile Liability               | $1,000,000              |
| Workers Compensation – MN          | Statutory Limits        |
| Employers Liability – Each Accident | $500,000               |
| Employers Liability – Disease (Policy Limit) | $500,000          |
| Employers Liability – Disease (Each Employee) | $500,000          |
| Umbrella Liability                 | $1,000,000              |
| Self-Insured Retention             | $10,000                 |
| Directors’ & Officers’ Liability – per claim/aggregate | $2,000,000       |
| Directors’ & Officers’ Liability – deductible | $2,500            |
| Employment Practices Liability – per claim/aggregate | $2,000,000       |
| Employment Practices Liability – deductible | $10,000          |
| Employee Theft – on Premise only   | $500,000                |
| Deductible                         | $4,000                  |
| Bond Limit (with inflation guard)  | $225,000                |

$1,000,000
Central Minnesota Jobs and Training Services, Inc. (CMJTS), the employment training and service provider (ETSP) shall provide the administration and delivery of the MFIP and DWP employment and training programs. Exhibit A contains a description of the specific programs, activities, and services provided by the ETSP.

Minnesota Family Investment Program and Diversionary Work Program (MFIP/DWP): The ETSP shall provide the services pursuant to Minnesota Statutes 256J.49-256J.73 and any amendments. The ETSP will provide all program requirements within the legal requirements. Following are the specific activities as in the County Biennial Service Agreement Minnesota Family Investment Program for January 1, 2020 to December 31, 2021.

I. Program approach

Program services are delivered on the premise that parents have a responsibility to support themselves and their children. CMJTS promotes a strengths-based, family-centered approach to service delivery in helping participants identify employment strengths and challenges to employment. Challenges are addressed in collaboration with community partners and referral to resources are provided to help the participant overcome the challenges that may interfere in getting and maintaining gainful employment.

The CMJTS employment specialist (ES) monitors participation in MFIP/DWP activities and continually assesses for additional barriers, while simultaneously focusing on growing the participant’s strengths. The ES emphasizes the participant’s transferrable employment and life skills that have served them well in other areas of their lives.

The requirement for weekly contacts and intensive services for participants helps to identify family challenges quickly so they can receive appropriate services.
II. Program Services

The following activities will be offered to participants in the ETSP’s provision of services. Not all participants will receive all services.

A. Paid Employment Activities

MFIP/DWP are “work first” programs. CMJTS ES promote the MFIP and DWP values to expect, support, and reward work. ES aim to lessen the length of time families receive public assistance by encouraging participants to look for employment or other means of income that will lead to self-sufficiency. To that end, CMJTS ES encourage paid employment activities as a key element of programming. These activities include:

- Unsubsidized employment
- Subsidized private-sector employment
- Subsidized public-sector employment
- Self-employment
- On-the-job training

For unsubsidized employment, subsidized private-sector employment, and subsidized public-sector employment, daily supervision is provided by the employer and documented by the ES upon receipt of copies of pay stubs, time cards, or other statements of work hours provided by the participant to the financial worker or ES. The ES documents the hours of participation in the case file and the financial worker tracks work hours in MAXIS to verify that each participant is engaged in the number of required weekly hours of participation. ES have access to MAXIS view which is permitted and governed by DHS. (See MAXIS contract for detailed information on ES access to MAXIS.)

Participants interested in self-employment are encouraged to seek assistance from an agency or individual with small-business development expertise, regardless of what stage of planning they are in with their business. A business plan is necessary to allow the ES to include self-employment activities in the employment plan and to approve support services for those activities. The business plan must include a timetable, with earning’s goals that will result in exiting MFIP. Participants with self-employment activities in their employment plan are required to meet work participation rates (WPR). Only the hours the participant is earning federal minimum wage count toward WPR. If the hours are not sufficient to meet WPR, the ES and participant discuss what additional countable work activities the participant will perform to meet their requirement. Self-employment plans are reviewed every three months to compare actual income to potential income per the business plan and to determine if earnings are moving the family toward exiting MFIP.

When an employer is considering multiple candidates to fill a regular (non-temporary and non-seasonal) vacancy, they may be incentivized to hire a CMJTS
MFIP or DWP participant via on-the-job Training (OJT). OJT gives CMJTS the opportunity to reimburse employers for fifty percent of a new hire’s wages for the duration of an agreed-upon training period (typically 12-26 weeks). CMJTS uses the On-the-Job Training (OJT) Program to increase employment opportunities for program participants. OJT provides financial motivation for the employer by helping them recover some of the costs associated with onboarding a new hire for the predetermined length of the contract. OJTs are funded through co-enrollment in other appropriate state or federal grants. The CMJTS Business Service Coordinator (BSC), in conjunction with the ES, works first with MFIP/DWP participants who have used 30 or more months of program services and who are job-ready. CMJTS BSC may also arrange local business tours for MFIP/DWP participants so they can hear directly from an employer about the business, job positions, career laddering, and general expectations of the employer.

B. Work Experience and Community Service Site Placements

When participants need to gain experience, develop good work skills and habits, or “test-drive” a position, they may be given the opportunity to participate in a paid work experience, a short-term workplace learning opportunity. CMJTS will hire the client, typically at a rate of pay equal to the federal minimum wage, to work up to 29 hours per week while under the supervision of a local employer, private or public. The employer provides meaningful work training and offers feedback on progress and areas for further development. The ES provides support and guidance, as needed. Participation in this activity is positively reinforced via the participant’s earned paycheck. While not required, employers can offer paid work experience clients continued employment at the conclusion of the activity.

Community Service Site Placement may be expected when a participant is not yet employed and has completed six weeks of job search. The job search activities include, but not limited to, attending workshops and job clubs and completing assessments to identify individual job-related strengths and challenges. The ES or the participant will locate non-profit or for-profit businesses to serve as community service sites. All sites will fulfill a useful public purpose and provide training skills for unsubsidized jobs. The ES will document, in the case file, the useful purpose of the community work experience. Once a person is placed at a work site, the ES contacts the agency or business at least monthly to assess the participant’s progress and establish a strong working relationship with the work-site supervisor. Positive relationships between the ES and supervisor increase the likelihood that job-related performance is communicated honestly and as needed. This allows the ES to address issues with the participant more often than monthly, if appropriate.

Most MFIP participants engaged in unpaid work experience or community service placements are covered under the Fair Labor Stands Act (FLSA), and may not be required or permitted to work more than the number of hours equal to their combined MFIP cash and food assistance benefits divided by the federal minimum
wage ($7.25/hr). Participants who are engaged in the maximum number of hours, as allowed by the FLSA, are deemed to be meeting the work participation rate.

C. Job Search and Readiness Assistance

Job search and readiness activity participation includes the act of seeking or obtaining employment or preparation to seek or obtain employment, including life-skills training, substance abuse treatment, mental health treatment, or rehabilitation activities. Public assistance recipients often face difficulty entering the job market due, in large part, to their personal barriers, which may include limited job search and job readiness skills. CMJTS ES recognize this and respond by offering services that include counseling activities related to job search strategies (e.g., assessment of skills and goals, education on internet-based job search tools, job application assistance, interview preparation), providing job leads, and monitoring job search activities (e.g., checking job search logs and copies of completed job applications, contacting employers to verify activities) to ensure progress is made by the participant. One on one or group instructions are provided and each participant is offered training on the following topics (list is not all-inclusive):

- developing a master job application
- opening and closing an interview
- using positive skill statements
- answering tough interview questions
- making a good first impression (appropriate appearance)
- identifying effective ways to find jobs
- developing an appropriate resume
- registering on Minnesotaworks.net
- labor market information (LMI)

CMJTS has appropriate procedures in place for ES to verify work participation activities and daily supervision requirements for all job search and readiness activities are met. This is done so by ensuring the required verification is provided by the participant and documented in the file.

CMJTS monitors and ensures required contact with each case type are met through the following methods:

- The ES enters case notes in Workforce One (WF1) to document that the participant is progressing towards employment, participating in activities, tracking hours, and focusing on program advancement.
- The program supervisor completes in-depth file reviews throughout the program year to ensure the ES is entering proper case notes, accurately tracking participant hours in WF1, and recording participant activities, while ensuring the participant is successfully progressing in job-ready activities or towards employment.
- The CMJTS program manager confers with the program supervisor and the ES monthly regarding participant’s progress and success.
Activities in this category may include:
- writing a résumé
- completing a job application
- learning effective job-seeking techniques and interviewing skills
- understanding what constitutes proper work attire and behavior on the job
- job shadowing
- completing career assessments
- informational interviewing with employers or industry experts
- life-skills training
- job readiness referrals for chemical health treatment, mental health treatment, and rehabilitation services

D. Individualized Structured Job Search (SJS)

SJS supports the message that the MFIP and DWP programs are intensive and are intended to help participants find and keep employment. SJS is a job search activity that helps the participant identify work skills, develop soft skills, and build self-confidence through coaching, peer support, and networking. It also provides a forum for progress evaluation and feedback, sharing job leads, online job searching, completing job logs, etc. SJS is an opportunity for the employment specialist to provide the client with positive feedback and encourage their constructive job search activities.

Examples of specific SJS topics include, but are not limited to:
- Preparing for job search, both mentally and practically
- Developing a master job application to use as a reference when applying for work
- Knowing how to open and close an interview
- Using positive skill statements
- Answering tough interview questions
- Knowing the importance of appropriate appearance
- Identifying effective strategies to find job vacancies
- Developing an appropriate résumé and cover letter
- Effectively using the internet for job search
- Learning how to register and job search on Minnesotaworks.net
- Networking (i.e., leveraging the hidden job market)
- Contacting employers
- Setting goals and managing time
- Conducting oneself professionally via phone and during an interview
- Communicating assertively
- Communicating respectfully with coworkers and supervisors
- Understanding how to negotiate wages or salary
- Determining which job offer is best and accepting it without burning other bridges
Career-laddering - how to advance within a company
Managing personal finances
Understanding ethics in the world of work
Maintaining a positive attitude
Writing thank you notes after job interviews
Managing stress and balancing work and home life

CareerForce (formerly known as the WorkForce Center) provides opportunities for jobseekers to access job search materials, learn how to write a resume, interview, and search for jobs. CareerForce events and workshops are available to help with career planning. Free access to computers, the internet, printers, fax machines, copiers, and telephones for job search related activities is available. All of these services are tapped into by the ES in order to help the MFIP/DWP participant be successful.

E. Structured Follow-Up

Frequent evaluation of progress, feedback to the participant, and assistance with ongoing planning are critical pieces of case management. This happens during phone and electronic check-ins and group or face-to-face meetings with the ES. MFIP/DWP recipients must participate in “work” activities for a minimum number of hours per week, and specific to their individual circumstances, in a month to be considered “earning benefits”. Participating in work activities is the participant’s job until he or she obtains paid employment or is placed in a community service or work experience position.

F. Retention Skill

CMJTS ES can help families stay off public assistance and encourage them to budget household income by helping to make sure they are better off working than receiving public assistance. MFIP/DWP services such as transportation, child care, financial counseling, short-term training opportunities, and child and family enrichment services are provided to families as a means to stay employed. Retention strategies are discussed between the ES and the participant well before the job actually begins. The job retention and job search lessons, presented in CareerForce workshops or one-on-one basis, reinforce transferable skills and learned employment skills.

G. Distance-Learning Model for Those with No or Limited Transportation

CMJTS has employed several strategies to encourage participation and help participants achieve desired program outcomes, by providing various location options. For instance, while CMJTS’ employment specialists will be based out of the office location in Pine City, Pine County MFIP/DWP participants will also have the opportunity to receive employment services in other appropriate locations that are more convenient for them (e.g., Pine County Health and
Human Services office, Sandstone Public Health Building, local libraries, community centers – where confidentiality can be safeguarded to the participant’s level of satisfaction), and when these options serve to reduce or eliminate childcare and/or transportation barriers to full program participation. Furthermore, home visits may also be arranged, when necessary. Telephone, text message, skype, email communication, postal mail, and self-directed materials (packets) allow the participant to participate in job search and readiness activities from a remote location. Distance learning is the exception, not the norm, for delivery of services.

For distance learning to be a viable option for the participants, they should:

- Have access to a computer and internet, such as at home or at a local library;
- Use e-based instructional tools and processes to conduct a job search:
  - register for Minnesotaworks.net
  - complete DEED’s Online (eLearning) Job Search Training
  - create a list of job leads
  - email or fax a resume and job applications to the ES and/or employers
  - email and/or phone a report of job search activity and weekly plans of action
  - communicate regularly with the ES who approves and suggests structured job search activities

H. Chemical Health Treatment, Mental Health Treatment, and Rehabilitation Services

For participants with mental health, chemical health, or rehabilitation challenges, the ES develops an employment plan reflecting the required job search hours based on the recommendations or treatment plans signed by a qualified professional. If the documentation from the professional verifies the participant qualifies for Family Stabilization Services (FSS), the documentation is provided to the financial worker and the ES develops an FSS employment plan for the participant.

ES check at least monthly with the FSS participant, either in-person or by phone. During the check-in, the participant and the ES review progress, identify support service needs, and make any necessary changes in the employment plan. The ES case notes the contact and documents any changes to the activities or to the plan.

I. Education and Training-Related Activities

CMJTS ES can address employment barriers through short- or long-term training. The goal is to help the participant improve their personal employability by improving skills needed for available jobs.
Activities may include:
- post-secondary educational training
- job skills training directly related to employment
- high school completion or GED
- English language learning (ELL or ESL)
- adult basic education (ABE)
- labor market information - high-demand, high-wage careers

Training activities may include improving basic skills (e.g., reading, math, or writing), English Language Learning (ELL), and occupational skills training (e.g., welding, typing). Secondary and postsecondary training, delivered either in the classroom or online, is available for participants who are interested in completing, continuing, or starting a training program within a high-opportunity career pathway that will lead to self-sufficiency.

Each participant taking part in training activities will work closely with their ES to review the results of their career assessments, the availability of training, and the appropriateness of that training. For those seeking post-secondary educational training (e.g., Associates Degree in Nursing), start times will depend on course availability. Short-term occupational training courses (e.g., nursing assistant, commercial truck driving) are available on a more frequent basis.

For all education and training activities, CMJTS ES obtain a course statement or class schedule from the educational institution or training provider, ongoing activity logs, and attendance records, in order to document participation hours. CMJTS staff obtain statements and schedules from high schools, alternative schools, and post-secondary institutions each quarter or semester.

Participants in GED, ABE, and ELL/ESL will record dates and hours of attendance on an activity log, signed by a school official, electronic attendance record, or verified by the ES, and submit it to the ES, at least monthly.

In order for an education and training program to be an approved activity in a participant's employment plan, the participant must maintain satisfactory progress, as described by their education institution, in order to continue. In order for study time to be allowed, the ES must obtain from the school, training provider, or course instructor, a statement which specifies the amount of study time that is required or advised in order to make satisfactory progress or complete the education and training program.

III. Family Stabilization Services

Family Stabilization Services are available to help families become more stable. The opportunity for a modified employment plan, with fewer work or job search hours, may be available and FSS could help a client to stay out of sanction. A participant may be eligible for FSS if they meet any of the following criteria:
• Applying for SSI/SSDI benefits because of disability
• Ill, injured, or disabled (including physical and mental illness) when illness, injury, or disability will last more than 30 days, and keeps client from working 20 or more hours per week
• Caring for a seriously ill or disabled household member whose condition will last more than 30 days and client must be home to care for that person
• Child or adult in the client household is eligible for special medical services. For example; the household includes a child who is severely-emotionally disturbed or an adult with serious and persistent mental illness.
• Victim of family violence
• In the United States for fewer than 12 full months after the month of entry
• Age 60 or older
• Difficulty reading, writing, or understanding English
• Chemical dependency
• Criminal/offender history
• Vocational expert determines the client cannot work 20 or more hours per week
• Learning disability, or an IQ below 80 and a vocational expert determines that the disability limits the type of work that can be done or determines the client cannot work 20 or more hours per week
• Receiving MFIP for more than 60 months because of an extension

Assistance is provided to help the participant obtain required documentation when they disclose the possibility of FSS criteria being met. When a participant demonstrates that they may meet any of the above FSS criteria, the CMJTS ES will work together with the county financial worker to get verification from a qualified professional to confirm eligibility. The ES will review cases through means of observation, and formal or informal assessment, to determine if there are significant barriers that could qualify a participant for FSS services. The ES will communicate with participants who appear to qualify and inform them of the potential benefit of providing documentation of their situation (e.g., disability, family violence).

For participants who meet criteria, and are placed in FSS activities, an FSS employment plan is developed. An FSS plan will include activities needed to help the family. For example, it could include ESL or GED classes, medical appointments, looking for housing, etc. Participants may receive assistance with transportation and childcare expenses to allow them to participate in FSS activities.
CMJTS ES understand that sanctions are intended to motivate clients who are having difficulty participating in work activities. The CMJTS ES will take a proactive approach with clients to help them address and overcome barriers to program compliance and avoid sanctions. The ES reviews sanctioned cases and those who are not meeting participation rates, on a monthly basis, to determine if the case should be FSS. When a participant fits the criteria, and the documentation is obtained, the financial worker or ES provides a copy of the documentation, with a status update, to the staff in the other agency to move the individual into FSS. This allows ES the flexibility to provide more individualized services and to reduce the risk of Pine County receiving a federal penalty for failing to meet work participation requirements. These cases are not counted toward the work participation rate and are not reported as TANF cases.

If the ES or the participant thinks the individual might be eligible for FSS, a meeting is scheduled to obtain the proper documentation and to determine what services are needed to help the family become more stable. An FSS plan is developed, often with fewer work-related activity requirements, and includes activities needed to help the family. For example, it could include ESL or GED classes, medical appointments, participation in a planned treatment plan, looking for housing. Help with transportation and child care expenses are available to allow the FSS individual to participate in activities. Resources are used to further the goals of the family and move them toward economic stability. When appropriate, referrals are made to mental health services, vocational rehabilitation services, social security administration, family violence advocacy, and other professionals.

The ES develops employment plans with a broader range of activities and fewer hours to make sure it is appropriate to move the family forward. The FSS employment plan includes all required elements for FSS.

American Disability Act (ADA) requirements are reviewed and adhered to throughout FSS activities with participants. CMJTS trains all staff to work with and provide effective and appropriate accommodations to people with disabilities. Additionally, CMJTS has certified benefits analysis counselors on staff and all staff go through disability resource training to ensure universal access and quality services to all clients with disabilities. For example, to ensure the client can benefit from monthly face-to-face meetings with their ES, accommodations may be made to conduct these visits offsite for those FSS clients who are unable to travel to a CMJTS office location.

The ES will obtain releases of information with all known entities working with the participant. The ES develops a professional relationship with social workers, rehabilitation services staff, medical professionals, and other service providers and coordinates services when appropriate.
Sanction requirements for FSS are followed. Prior to imposing a sanction or sending a notice-of-intent-to-sanction (NOITS), the ES completes all reviews needed, confirms that the participant has the ability to comply with the plan as documented by behavioral and/or medical professionals, and has attempted a face-to-face visit, either in the office or at a location convenient for the participant.

CMJTS uses several strategies to ensure MAXIS is coded correctly for each participant. Correct FSS coding ensures the participant is state-only funded so that benefits may be delivered with the flexibility that the work participation rate does not offer. The ES and county worker each verify that the participant meets the criteria for FSS on an annual basis or more often, as required by the supporting documentation in file. CMJTS and financial services staff meet monthly to review preliminary data. The status of each participant is discussed during these meetings. If the status codes need updating, the financial worker makes the change(s) during the meeting.

IV. Program and Quality Evaluation: Shared Responsibility and Increased Integration of Employment Services and Financial Assistance

Communication between CMJTS and county staff is frequent. ES staff often attend unit meetings, when appropriate and invited. They also discuss specific cases on a one-on-one basis. If either the ES or financial worker receive documentation or information indicating a client is unable to fully-participate in required work activities, the ES or county financial worker will notify the other party immediately. Likewise, when the ES or financial worker receives documentation of activity participation hours (e.g., copies of pay stubs), this information is shared, as appropriate. ES staff regularly enter documentation of all activities (e.g., job search and job readiness activities, unpaid employment activities, education and training activities) into Workforce One participation hours.

The Department of Employment and Economic Development (DEED) pulls required data (in MAXIS and Workforce One) from the Data Warehouse to ensure performance measures are being met, including DEED data sets, preliminary data reports, the FSS Mismatch Report, and the County WPR Report. Regularly scheduled data meetings with county financial workers are scheduled and are essential to significant improvement to participant accessibility and participant success; it also fosters relationship-building and promotes effective communication between CMJTS and county staff. These meetings are used to verify MAXIS coding and Workforce One activity hours for each participant on the preliminary report. (Other factors and reports may be used to determine and reach participation hours).
## MFIP - Pine

<table>
<thead>
<tr>
<th>Proposed Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$ 15,611</td>
</tr>
<tr>
<td>Client Support Services</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>Direct Program</td>
<td>$ 177,544</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 208,155</td>
</tr>
</tbody>
</table>

## DWP - Pine

<table>
<thead>
<tr>
<th>Proposed Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$ 5,204</td>
</tr>
<tr>
<td>Client Support Services</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>Direct Program</td>
<td>$ 59,181</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 69,385</td>
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</tbody>
</table>

PY20 Grand Total $ 277,540
CMJTS Proposed Budget for the Provision of MFIP & DWP Employment Services in Pine County
*For service delivery transition PY19, November 1, 2019 to December 31, 2019 (2-month agreement)*

<table>
<thead>
<tr>
<th>Requested Funds</th>
<th>Administration (7.5% max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,469.00</td>
<td>Administrative costs related to the operations of CMJTS including executive management, human resources, finance, accounting, and quality assurance, legal counsel upon need and request and information technology. Annual cost ($20,815.00) / two months (November, December 2019)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct Program</th>
<th>$35,946.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel</td>
<td>$35,946.00</td>
</tr>
<tr>
<td>a. Wages &amp; Fringe</td>
<td>$32,900.00</td>
</tr>
<tr>
<td>- Employment specialist cost to provide case management activities 3 FTE @ $65,800.00 annually - based on current average hourly rate of CMJTS Employment Specialists and Fringe $31.63/hr. (fringe = approximately 35% of staff cost) Annual cost ($197,400.00) / two months (November, December 2019)</td>
<td>$32,900.00</td>
</tr>
<tr>
<td>- 0.2 FTE program manager/supervisor - based on current program manager rate Annual cost ($17,500.00) / one month (December 2019)</td>
<td>$2916.00</td>
</tr>
<tr>
<td>b. Travel</td>
<td>$130.00</td>
</tr>
<tr>
<td>- Mileage reimbursement travel rate @ $0.50 per mile x 780 (average miles travelled in 12 months by an ES) x 3 staff Annual cost ($780.00) / two months (November, December 2019)</td>
<td>$130.00</td>
</tr>
<tr>
<td>Total Proposed Budget</td>
<td>$39,415.00</td>
</tr>
</tbody>
</table>
Option to Implement True County Assessor System

In Minnesota, counties can choose how their assessments are completed, as there are two assessor systems. The first, is the true county assessor system. This means that the county employs a county assessor and all the assessing is done by county staff. The second, is the local assessor system. The county still employs a county assessor; however, the townships/cities can contract with a private, local assessor to complete their assessing.

Pine County currently operates under the local assessor system, 17 of the 47 townships/cities contracting with private, local assessors to complete the assessing. The remaining 30 townships contract with Pine County to complete their assessing. The county currently completes the assessment of all commercial properties throughout the county, as none of the current local assessors are licensed to do so.

The attached map depicts this breakdown in Pine County. Statewide, 35 of the 87 counties operate under the local assessor system, with 52 operating under the true county assessor system. The attached map depicts this breakdown statewide.

Under the local assessor system, the county assessor is still responsible for final values and classifications of property, homesteads (owner occupied, relative, and actively farming), implementing special property tax programs such as green acres, rural preserve, veterans exclusions, 2c managed forest, and sustainable forest incentive act, printing and mailing of the valuation notices, responding to appeals of valuations and classifications, verifying the sales, and attending the local board of appeal and equalization meetings.

The benefits of the true county assessor system are as follows:

- County Assessor supervises staff who set the values the County Assessor is responsible for.
- Consistency between jurisdictions as the County Assessor can require staff to complete tasks in a certain manner. Consistency leads to equitability. The attached graph shows the comparison of how closely the jurisdictions throughout the county are assessed to their market values (each bar represents a different assessor/appraiser). In general, the county assessed areas are assessed closer to their market values than the locally assessed, meaning, the county assessed areas are picking up more of tax burden than the locally assessed areas.
- County has time to react if work is not complete or completed unsatisfactorily. Currently we do not know until February 1 each year, leaving only about 6 weeks to review and make any necessary follow up or corrections.

Jurisdictions which chose to employ their own local assessor cite cost and local control as reasons for not contracting with the county. However, there is a big change coming with assessing licensing, which makes this a good time to review the options. On July 1, 2022, all assessors (who have been licensed for more than 4 years) will need to reach the Accredited Minnesota Assessor license level. Two out of the three current local assessors have indicated they will not be continuing. One will not be continuing after July 1, 2020.

(continued on next page)
Minnesota Statute 273.055 allows County Boards to elect to provide for the assessment of property by the county assessor by resolution. If Pine County was to elect this change before January 2, 2020, the change would be effective October 4, 2020 (90 days before the January 2, 2021 assessment date (October 4, 2020). Pine County could re-work the fee structure to make assessing less expensive for all jurisdictions (including those whom the county currently contracts with). Additionally, jurisdictions do still have their local board of appeal and equalization meetings to review the values and adjust them as they deem necessary.

**Additional Information:**

- The proposed fee schedule for 2021 could be as follows:

<table>
<thead>
<tr>
<th>Parcel Type</th>
<th>Per Parcel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Improved</td>
<td>$16</td>
</tr>
<tr>
<td>All Other Real Estate Parcels</td>
<td>$8</td>
</tr>
<tr>
<td>Personal Property Mobile Homes</td>
<td>$5</td>
</tr>
</tbody>
</table>

- The County would need to hire two new property appraisers effective October 1, 2020 at the latest, depending on the amount of work the locals complete prior to October 4, 2020.
- The cost of the two new property appraisers from October 1, 2020-December 31, 2020 is approximately $31,820. There will likely be no additional revenue in 2020 to help offset these costs.
- In 2021, there will be additional revenue (approx. $55,392) to offset with the cost of the two new property appraisers for the full year ($134,939).
- If this is not implemented, the Assessor’s office will need one additional staff to manage the local assessors ($67,469.50), as the existing staff cannot complete their work and sufficiently answer questions for the local assessors and review the work of the local assessors. This cost could be passed to the townships with local assessors. Currently the county charges those townships $1.50/parcel. This would need to increase to $6.19/parcel.
### Assessing in Pine County

<table>
<thead>
<tr>
<th>County</th>
<th>Parcel Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>19,897</td>
<td>65.13%</td>
</tr>
<tr>
<td>Local</td>
<td>10,636</td>
<td>34.87%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30,503</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

**Key**
- County Assessed
- Local Assessed
<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>52</td>
<td>59.8%</td>
</tr>
<tr>
<td>Local</td>
<td>35</td>
<td>40.2%</td>
</tr>
<tr>
<td>Total</td>
<td>87</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Key:
- Blue = County Assessed
- Green = Local Assessed
Lorri/Kelly started reviewing every parcel of this local’s work